

Preliminary - For Review Only

SECTION VI

FORMAT

A. The following format shall be utilized in the preparation of SIs and LSIs:

NAVSEA or SUPSHIP
STANDARD ITEM or LOCAL STANDARD ITEM

FY-_____

ITEM NO: _____

DATE: _____

CATEGORY: _____

1. SCOPE:

1.1 Title: (When the length of a title continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

2. REFERENCES:

2.1 (Standard Items shall be listed first, if referenced in the Item.)

2.2 (When the length of a reference continues past one line, the beginning of the subsequent lines will be indented the same as the first line, as demonstrated here.)

3. REQUIREMENTS:

3.1

3.2

3.2.1

3.2.1.1

4. NOTES:

4.1 None. *

* In the event there are no NOTES, the word None shall appear in 4.1.

of

ITEM NO: _____
FY-_____

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B. The following format shall be used in the preparation of SWTs, CSWTs, LWTs, and Work Items:

SHIP: _____	ITEM NO: _____
COAR: _____ (Delete line if not required)	PCN: _____
* _____ FILE NO: _____ (IF APPLICABLE) (*SWT, CSWT, or LWT as applicable)	CMP: _____ (IF APPLICABLE)
REVISED: _____ (IF APPLICABLE)	PLANNER: _____

1. SCOPE:

1.1 Title: (When the length of a title continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.2 Location of Work:

1.2.1 (If only one, use 1.2.1 or Not Applicable)

1.2.2 (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.3 Identification:

1.3.1 Quantity (), (If only one, use 1.3.1 or Not Applicable)

1.3.2 (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.4 Security Classification of Equipment, Components, Spaces and Documents: The Equipment, Space or Document is classified and subject to the applicable provisions of the National Industrial Security Program Operating Manual, DOD 5220.22M (0584-LP-179-6400). (Omit when not applicable)

1.4.1 Spaces: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

of

ITEM NO: _____

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SHIP: _____

1.4.2 Equipment: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.4.3 Documents: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

NOTE: PARAGRAPHS 1.5-1.7 ARE TO BE USED IN THE PREPARATION OF ENHANCED 4-E SPECS ONLY.

1.5 General Information:

(e.g., Work Center and/or Ship's Force responsibilities; coordination of Assist Work Centers; security classification as required; any additional information pertinent to the job)

1.6 Safety Precautions:

(e.g., Personnel; Equipment; Cleanliness)

1.7 Prerequisites and Initial Conditions:

(e.g., listing of items that require accomplishment prior to commencement of work; plant conditions required prior to commencement of work; utilization of Work Authorization Forms (WAF), if required; responsibility for tag-out, if required)

2. REFERENCES:

2.1 (Standard Items shall be listed first, if referenced in the item)

2.2 (When the length of a reference continues past one line, the beginning of subsequent lines will be indented the same as the first line, as demonstrated here.)

2.3 List of documents that provide, document, or record work used as enclosures identified with (ENCL) at the end of the reference citation. (TO BE USED IN THE PREPARATION OF ENHANCED 4-E SPECS ONLY)

3. REQUIREMENTS:

3.1

3.1.1

3.2

of

ITEM NO: _____

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SHIP: _____

3.2.1

3.2.1.1

3.2.2

3.3

The following format shall be used to identify repair parts in paragraph 3 (use Standard Phrase B30).

TOTAL QUANTITY REQUIRED	NAME OF PART	PIECE NO.	REF. NO.	FIGURE DRAWING NO.	PART NO.
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NOTE: Government furnished parts listed should contain information identifiable to those listed in paragraph 5.
DELETE "Figure" and/or "Drawing" as applicable or substitute appropriate heading.

4. NOTES:

4.1 None. *

4.1.1

4.2

* In the event there are no NOTES, the word None shall appear in 4.1.

5. GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 LLTM:

5.1.1 None.** ***

5.2 PUSH MATERIAL:

5.2.1 None.** ***

5.3 KITTED MATERIAL:

5.3.1 None.** ***

** In the event there is no GFM, the word None shall appear.

of

ITEM NO: _____

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SHIP: _____

*** In the event there is GFM, the following format shall be used in 5.

5.1 LLTM:

TOTAL QUANTITY PROVIDED	NAME OF PART	PIECE NO.	REF. NO.	NATIONAL STOCK NO.	PARA NO.
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5.1.1

5.2 PUSH MATERIAL:

TOTAL QUANTITY PROVIDED	NAME OF PART	PIECE NO.	REF. NO.	NATIONAL STOCK NO.	PARA NO.
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5.2.1

5.3 KITTED MATERIAL:

TOTAL QUANTITY PROVIDED	NAME OF PART	PIECE NO.	REF. NO.	NATIONAL STOCK NO.	PARA NO.
-------------------------------	-----------------	--------------	-------------	-----------------------	-------------

5.3.1

NOTE: PARA NO. -- Identify what basic paragraph in body of Work Item requires the part/material.

C. The following format shall be used for Co-Planning enhanced 4-E projects:

5. GOVERNMENT FURNISHED MATERIAL (GFM):

QTY	UI	NAME OF PART/ DESCRIPTION	PIECE NO.	REF. NO.	NATIONAL STOCK NO.	PARA NO.
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5.1 LLTM (list material that has a lead time in excess of 30 days)

5.2 PUSH MATERIAL

5.3 KITTED MATERIAL

5.4 REPAIR ACTIVITY PROVIDED MATERIAL:

of

ITEM NO: _____

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D. SIs, SWTs, CSWTs, and locally prepared Work Items shall be prepared in a 12 character per inch (CPI) font, with a left, right, top, and bottom margin of | one inch.

NOTE: FORMAT TO SUPPORT THE AUTOMATED INFORMATION SYSTEM UNDER ONGOING REVIEW